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## Appendix C: Action Type Codes

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This appendix contains definitions of the action type codes used to initiate actions.

### 01 - Position Action Only

A request that relates only to the position and does not involve any particular employee. Selecting this code allows the user to abolish an existing position, reestablish an old position, establish an identical position description, request a desk audit/review of the position description, amend a position, or request vacant positions.

### 02 - Request for Eligibles

A request to recruit for a single position. This code allows the user to explore filling the position at three different grade levels and/or in three different occupation codes. The recruitment methods that may be used include: (1) distributing a vacancy announcement, (2) requesting a Certificate of Eligibles from the Office of Personnel Management (OPM), (3) considering candidates from the applicant supply file, (4) using a Direct Hire Authority that OPM has granted, and (5) using a special program such as COOP, VRA, or handicapped.

### 03 - Appointment (Permanent)

A request to fill a permanent position, the duties of which will need to be performed indefinitely. The employee chosen to fill this position will be given a career-conditional or career appointment, depending on the individual's prior Government experience, if any.

### 04 - Appointment (Temporary)

A request to fill a temporary position, the duties of which will only need to be performed for a limited period of time. The personnel action bringing the selected employee on board will specify a not-to-exceed (NTE) date beyond which the position is not expected to continue. Temporary employees may be terminated before the NTE date on their actions if the need for their services no longer exists.

### 4C - Appt Schedule C/Confidential or Policy

Schedule C: Confidential or policy determining appointment (close/confidential relationship with agency head or other key appointed official).

### 05 - Appointment (SES/Overseas)

A request to appoint an individual to the Senior Executive Service (SES), which includes positions either classified above GS-15 or in Level IV or V of the Executive Schedule or equivalent positions that do not have to be filled by Presidential appointment with the advice and consent of the Senate. Or, a request to appoint an individual recruited either overseas or in the United States for overseas employment. The appointment may be made on an indefinite basis or for a specified period of time.

### 06 - Mass Change for Duty Station

A request that allows a manager to move a group of employees to the same new duty station (city/county/state) when all the employees are currently assigned to the same old duty station. This is most frequently used when an entire office is relocated. In order to include an employee on the list accompanying this request, duty station must be the only change to the employee's record. If anything beyond the duty station (e.g., position

description, grade, series, etc.) is changing for an employee, the manager needs to delete the employee from the list and submit an appropriate request.

### **07 - Realignment with Organization**

A request that permits a group of employees and their positions to be moved from one organization to another.

### **08 - Conversion to Temporary Appointment**

A request to change an employee from one appointment to a temporary (i.e., time-limited) appointment. To accomplish such an action, three conditions must be met: (1) the new appointment must be in the same agency as the old one, (2) the new appointment must have a specific not-to-exceed (NTE) date, and (3) the employee may not have had a break in service of more than 3 calendar days between the old and new appointments.

### **09 - Conversion to Permanent Appointment**

A request to change an employee from one appointment to a permanent (i.e., career or career-conditional) appointment. To accomplish such an action, two conditions must be met: (1) the new appointment must be in the same agency as the old one or (2) the employee may not have had a break in service of more than 3 calendar days between the old and new appointments.

### **10 - Conversion to SES/Overseas**

A request to change an employee from one appointment to an appointment in the Senior Executive Service (SES), which includes positions either classified above GS-15 or in Level IV or V of the Executive Schedule or equivalent positions that do not have to be filled by Presidential appointment with the advice and consent of the Senate. Or a request to change an employee from one appointment to an overseas appointment with a Government agency. The appointment may be made on an indefinite basis or for a specified period of time.

### **11 - Promotion**

A request to change an employee to a position with a (1) higher grade level in the same job classification system and pay schedule (e.g., from GS-5 to GS-7 accountant) or (2) higher rate of basic pay in another job classification system and pay schedule (e.g., from a blue-collar/WG aircraft mechanic to a white-collar/GS helicopter pilot). The promotion may result from a competitive selection or progression through a career-ladder, or the promotion may be made on a temporary basis with a not-to-exceed date.

### **12 - Reassignment**

A request to change an employee from one position to another without a change in grade. It may involve a (1) move to a new occupation code/series, (2) move to another position in the same occupation code/series, (3) move to a position redescribed because of a new/revised classification or job-grading standard, (4) move to a position redescribed after a position review, or (5) salary difference resulting from different prevailing wage rates (e.g., WG-5 in Denver vs. Colorado Springs).

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### **13 - Change to Lower Grade**

A request to change an employee to a position (1) at a lower grade when both the old and new positions are under the General Schedule or under the same type of graded Wage Schedule or (2) with a lower rate of basic pay when both the old and new positions are under the same type ungraded Wage Schedule or in a different job classification system and pay schedule (e.g., blue-collar Wage Grade/WG positions vs. white-collar General Schedule/GS positions).

### **14 - Resignation**

An employee-initiated request to leave the employ of the Government. An employee taking another civilian position with another Government agency does not need to resign.

### **15 - Retirement**

An employee-initiated request to leave the employ of the Government when the individual is eligible to receive annuity benefits.

### **16 - Termination/Transfer Out**

Termination: An agency-initiated request to separate the employee when the employee is not at fault. Among the reasons given for termination are: (1) entrance into military service, (2) lack of funds, (3) expiration of appointment, (4) lack of work, (5) disability, and (6) relocation of a family member's military sponsor.

Transfer Out: The separation of an employee when the action results in the employee's appointment with another federal agency [i.e., SEPARATION FROM BUREAU TO BUREAU - SAME AGENCY, or TERMINATION - APPT IN \*\*\* (within same agency)].

### **17 - Discharge/Removal**

A request to separate an employee when the reason is disciplinary (i.e., the employee is at fault). A "discharge" is used to take an employee off the rolls for work performance and/or for misconduct or delinquency when the employee is serving on an appointment that does not give the individual appeal rights. A "removal" takes an employee off the rolls, other than for inefficiency or unacceptable performance, when the employee is at fault.

### **18 - Death**

A request to document the death of an employee.

### **19 - Detail of an Employee**

A request to assign an employee to a different position for a limited period of time. A detail, even to a higher-graded position, does not change the compensation an employee receives. Therefore, if a manager wants to compensate an employee for performing in a higher-graded position, the manager would need to use action type code 11 to request a temporary promotion with a specific not-to-exceed date.

### **20 - Extension of a Detail**

A request to extend the temporary assignment of an employee to different position for an additional limited period of time.

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## **21 - Termination of a Detail**

A request to end the detail (i.e., the temporary assignment to a different position with no change in compensation) of an employee and have the employee resume his/her regular duties.

## **22 - Extension of Appointment**

A request to extend the not-to-exceed date of a temporary appointment (i.e., one originally made for a limited period of time.)

## **23 - Extension of Promotion**

A request to extend the not-to-exceed date associated with a promotion originally made for a limited period of time.

## **24 - Extension of LWOP/Furlough**

A request to extend the not-to-exceed date associated with an employee-requested leave without pay (LWOP) action or a management-initiated furlough action (i.e., the placement of an employee in a nonpay/nonduty status because of lack of work/funds or a disciplinary action).

## **25 - Extension of Reassignment**

A request to extend the not-to-exceed date of a reassignment that temporarily moved the employee from one position to another without a change in grade. For more detailed information on reassignments, refer to action type code 12.

## **26 - Extension of a Position Change**

A request to extend the not-to-exceed date of a position change that temporarily assigned an employee entitled to grade retention to another position at a grade no higher than that of his/her retained grade.

## **27 - Position Change**

A request to move an employee to another position during continuous service within the same agency when the move (1) establishes the employee's eligibility for grade retention or (2) places the employee already entitled to grade retention in another position at or below his/her retained grade. A position change with a not-to-exceed date involves the temporary assignment of an employee entitled to grade retention to another position at a grade no higher than that of his/her retained grade.

## **28 - Realignment**

A request used to move an employee and his/her position when three conditions are met: (1) a transfer of function or organization change occurs, (2) the employee stays in the same agency, and (3) there is no change in the employee's position, grade, or pay.

## **29 - Change in Duty Station**

A request to change an employee's duty station when the work site changes to a different location (i.e., the city and/or county and/or state changes) and no other change in employment occurs.

### **30 - Placement in Nonpay Status**

A request to place a seasonal or on-call employee in nonpay and nonduty status at the end of a peak workload period. A seasonal employee works on an annual recurring basis for periods of less than 12 months (2080 hours) each year. An on-call employee works when needed during periods of heavy workload with expected cumulative service of at least 6 months in pay status each year.

### **31 - Leave Without Pay (LWOP)**

An employee-initiated request either to be placed temporarily in a nonpay/nonduty status or to be absent from a prescheduled tour of duty. A request for personnel action is required when the requested LWOP is scheduled for more than 30 calendar days.

### **32 - Furlough**

A request to place an employee in a temporary nonpay/nonduty status (or absence from duty) when the reasons for such action include lack of work, lack of funds, or other nondisciplinary reasons.

### **33 - Suspension**

A request to place an employee in a temporary nonpay and nonduty status (or absence from a prescheduled tour of duty) when the reasons for such an action include (1) disciplinary reasons or (2) other reasons pending an inquiry.

### **34 - Return to Duty**

A request to place an employee back in pay/duty status after a continuous period of furlough, LWOP, suspension.

### **35 - Placement in Pay Status**

A request to return a seasonal or on-call employee to pay and duty stations. A seasonal employee works on an annual recurring basis for periods less than 12 months (2080 hours) each year. An on-call employee works when needed during periods of heavy workload with expected cumulative service of at least 6 months in pay status each year.

### **36 - Change in Work Schedule**

A request to change an employee from one work schedule (full-time, part-time, or intermittent) to another one. Most full-time employees work 40 hours during the work week. Part-time employees work less than full-time, but for a specific number of hours (usually 16-32 hours per administrative work week) on a prearranged scheduled tour of duty. Intermittent employees work on an irregular basis with no prearranged scheduled tour of duty.

### **37 - Change in Hours**

A request to change the total number of hours during a pay period that a part-time employee works.

### **39 - Name Change**

An employee-initiated request to change his/her name when there is a legal basis for the requested change. The employee must provide proof of the legal name change.

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**40 - Award**

A time-off award, bonus, or cash award that does not affect an employee's rate of basic pay.

**41 - Administrative Adjustment**

A pay-related action (an increase or decrease in rate of basic pay) that occurs when there is no change in the employee's agency, appointment status, position, or grade. An administrative adjustment may include a change in the step at which an employee is paid or a change in the pay system under which he/she is paid.

**42 - Fill in the Blank**

A request for action without indicating a specific action type code. The user will provide detailed information on the Notepad (F2) indicating the type of transaction needed.

**45 - Mass Change Work Schedule**

A request to change a group of employees from one work schedule to another work schedule.

**47 - Mass Change Nonpay Status**

A request to place a group of employees in nonpay and nonduty status at the end of a peak workload period.

**48 - Mass Change Pay Status**

A request to return a group of employees to pay and duty status.

**49 - Mass Change Position Title/Number**

A request to change a group of employees' position title/number.